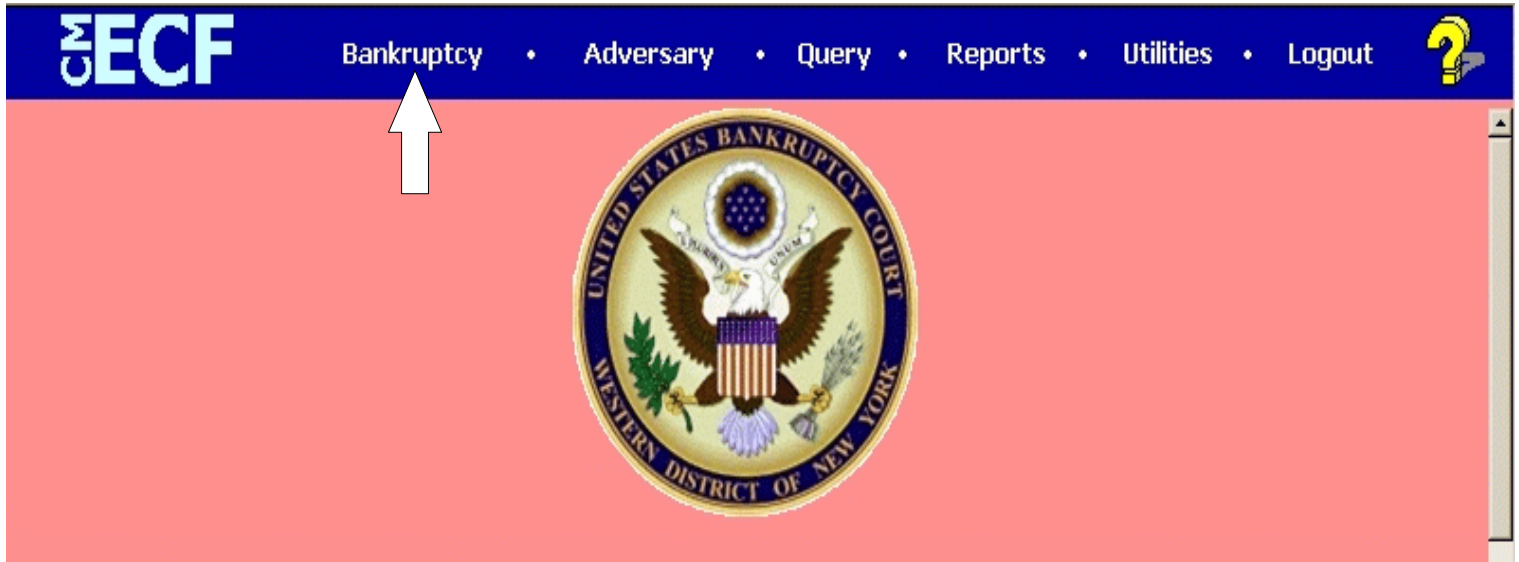


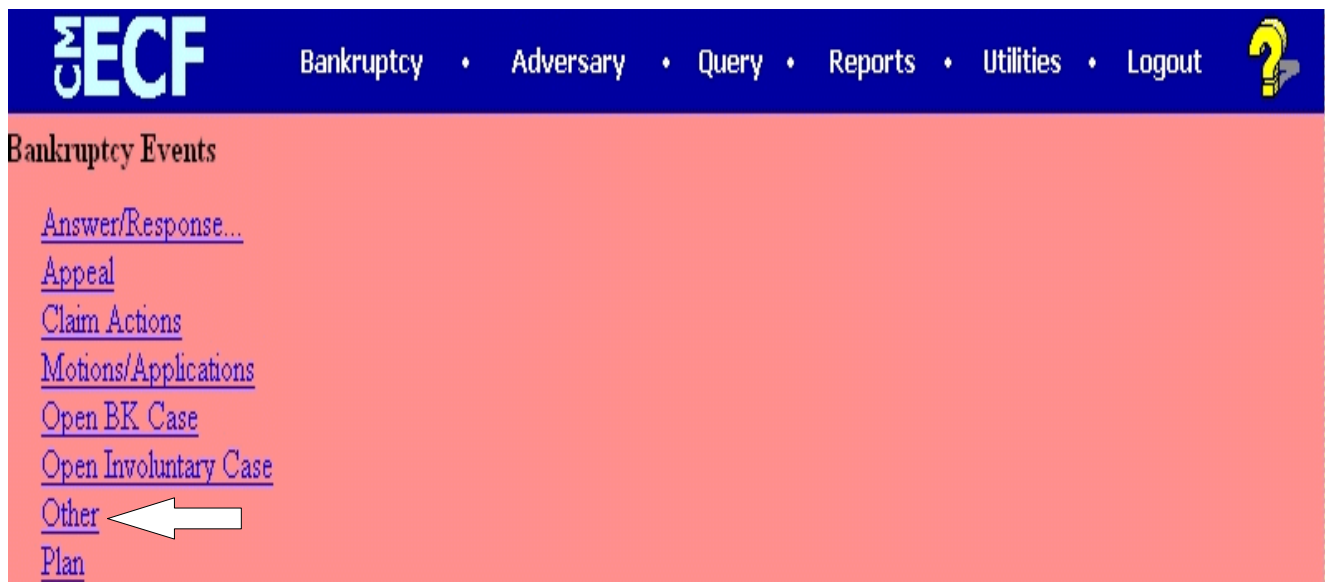
AMENDMENT TO SCHEDULES WITH OR WITHOUT A FEE DUE

- These instructions will assume that the user has accessed the Court's website with their Court assigned CM/ECF login and password and that the appropriate documents are in PDF format.
- Click the Bankruptcy hyperlink on the CM/ECF main menu.



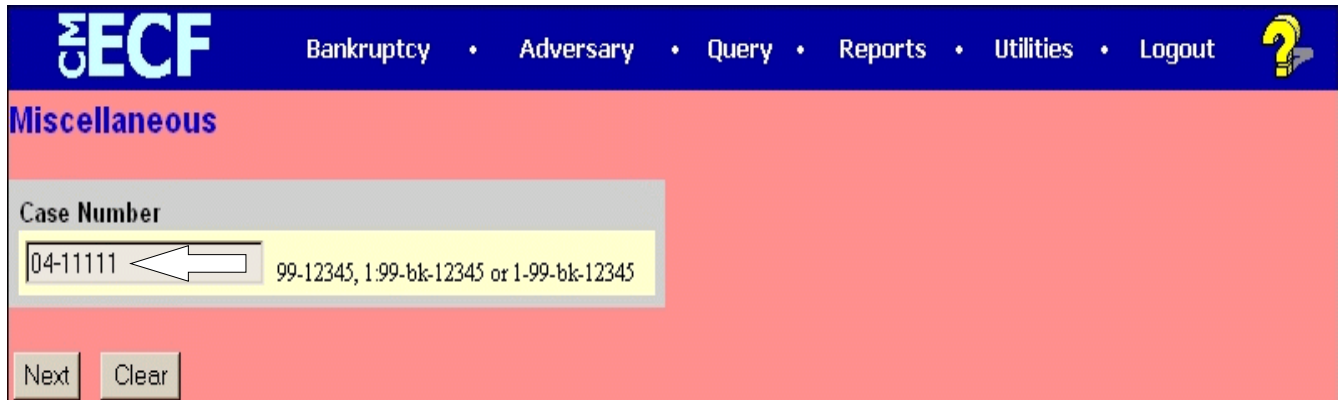
The Bankruptcy Events screen is displayed.

- Click on the option Other.



The Case Number screen is displayed.

- Enter the Case Number in the appropriate box and click Next. The correct format for entering case numbers is **YY-NNNNN**.



The screenshot shows the ECF (Electronic Case Filing) interface. At the top is a blue navigation bar with the ECF logo and links for Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. Below this is a red banner with the word "Miscellaneous". The main content area is white and contains a "Case Number" input field. The field has a yellow background and contains the text "04-11111". To the right of the input field, there is a yellow box with the text "99-12345, 1-99-bk-12345 or 1-99-bk-12345". Below the input field are two buttons: "Next" and "Clear".

The Event Selection screen is displayed.

- Scroll to **Amendment (Fee)** or **Amendment (No Fee Due)**. Highlight the correct event and click Next.
- ✧ **CLERKS TIP:** Make sure the correct event is chosen. This will avoid the issuance of a deficiency notice or the collection of a fee that should not be collected.
- ✧ **CLERKS TIP:** Avoid scrolling through the entire list of events by typing the first letter of the document. Type the letter "a" and the first event beginning with an "a" will appear. Scroll to and select Amendment (Fee) or Amendment (No Fee).
- ✳ **NOTE:** If creditors are being added, deleted or being amended for any other purposes a **\$26.00** fee is required. The system will prompt you to pay at the end of the transaction.



The screenshot shows the ECF (Electronic Case Filing) interface. At the top is a blue navigation bar with the ECF logo and links for Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. Below this is a red banner with the word "Miscellaneous". The main content area is white and contains a section titled "AddChg" with a link "1-04-11111-CLB Burleigh Nobbs and Billie Jo Nobbs". Below this is a list of events: "20 Largest Unsecured Creditors", "Affidavit", "Amendment (Fee)", "Amendment (No Fee Due)", "Appearance of Child Support Creditor", "Application for Default", "Attorney Substitution", and "Brief". The "Amendment (Fee)" event is highlighted. Below the list are two buttons: "Next" and "Clear".

The Party Selection screen is displayed.

● Choose the party that you are filing on behalf of. The debtor(s) will always be the party selected for an Amendment. Click Next.

✧ **CLERKS TIP:** If two parties are involved, both can be selected by clicking on the first party and then by holding the **CONTROL BUTTON** on the keyboard, a second party can be chosen.

ECF Bankruptcy • Adversary • Query • Reports • Utilities • Logout ?

Miscellaneous:
[1-04-11111-CLB Burleigh Nobbs and Billie Jo Nobbs](#)

Select the Party:

[Add/Create New Party](#)

Creditor, [Creditor]
First Niagara Bank, [Creditor]
Gaffney, Thomas J. [Trustee]
HSBC Bank, [Creditor]
Nobbs, Billie Jo [Joint Debtor]
Nobbs, Burleigh [Debtor]
Reed, Christopher K. [Assistant U.S. Trustee]
Spackler, Carl [Trustee]

Next Clear

The PDF Main Document screen is displayed.

● Click on the Browse button.

ECF Bankruptcy • Adversary • Query • Reports • Utilities • Logout ?

Miscellaneous:
[1-04-11111-CLB Burleigh Nobbs and Billie Jo Nobbs](#)

Select the pdf document (for example: C:\199cv501-21.pdf).

Filename

Browse...

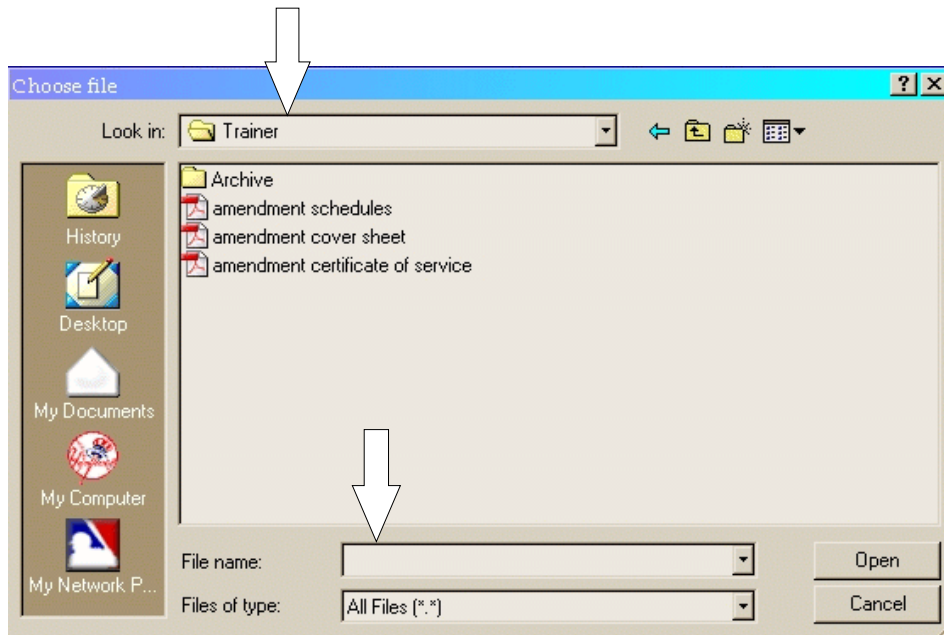
Attachments to Document: ☒ No ☐ Yes

Next Clear

The File Upload dialogue box is displayed.

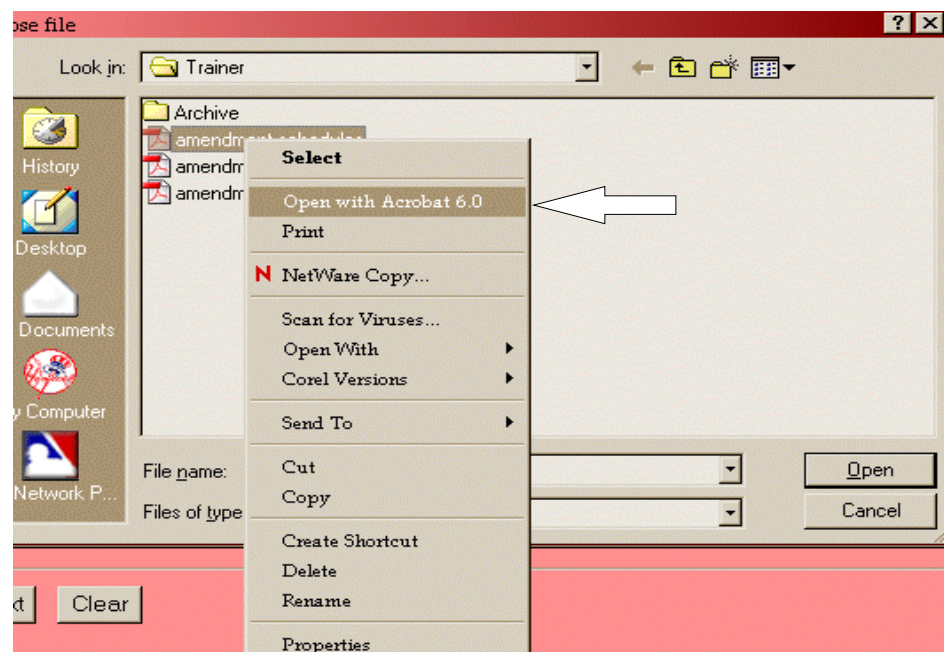
● Navigate to the appropriate directory where the PDF file has been saved.

✧ **CLERKS TIP:** Remember **WHERE** you saved your PDF file and **WHAT** you named it. Giving the file a distinctive name and knowing the location of the file will make the file upload process an easy step.

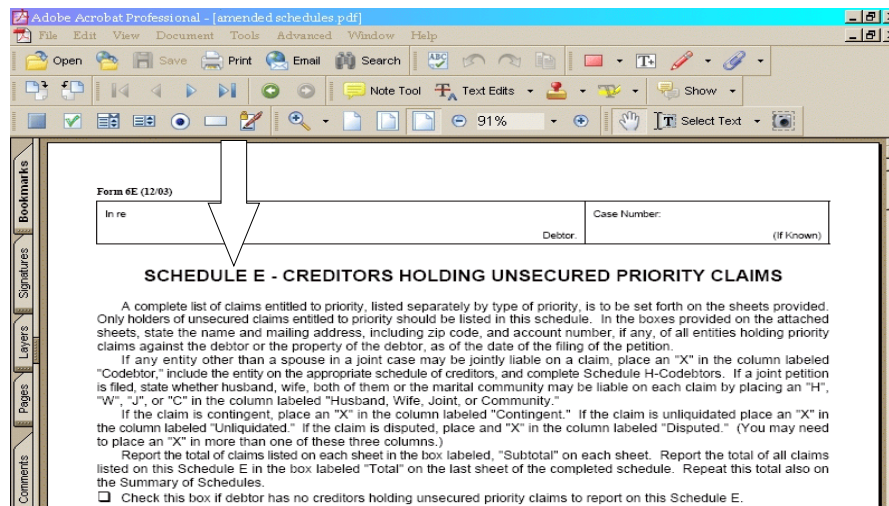


● Make certain that the correct PDF file is going to be attached for this entry. Previewing the PDF file can be done by **RIGHT CLICKING** on the file with your mouse and selecting Open.

✧ **CLERKS TIP:** Previewing the document is a small and necessary step that can avoid incorrect documents from being placed on the case docket. The Court will assist in correcting any error, but will **NOT** delete any document(s) from the Court record.

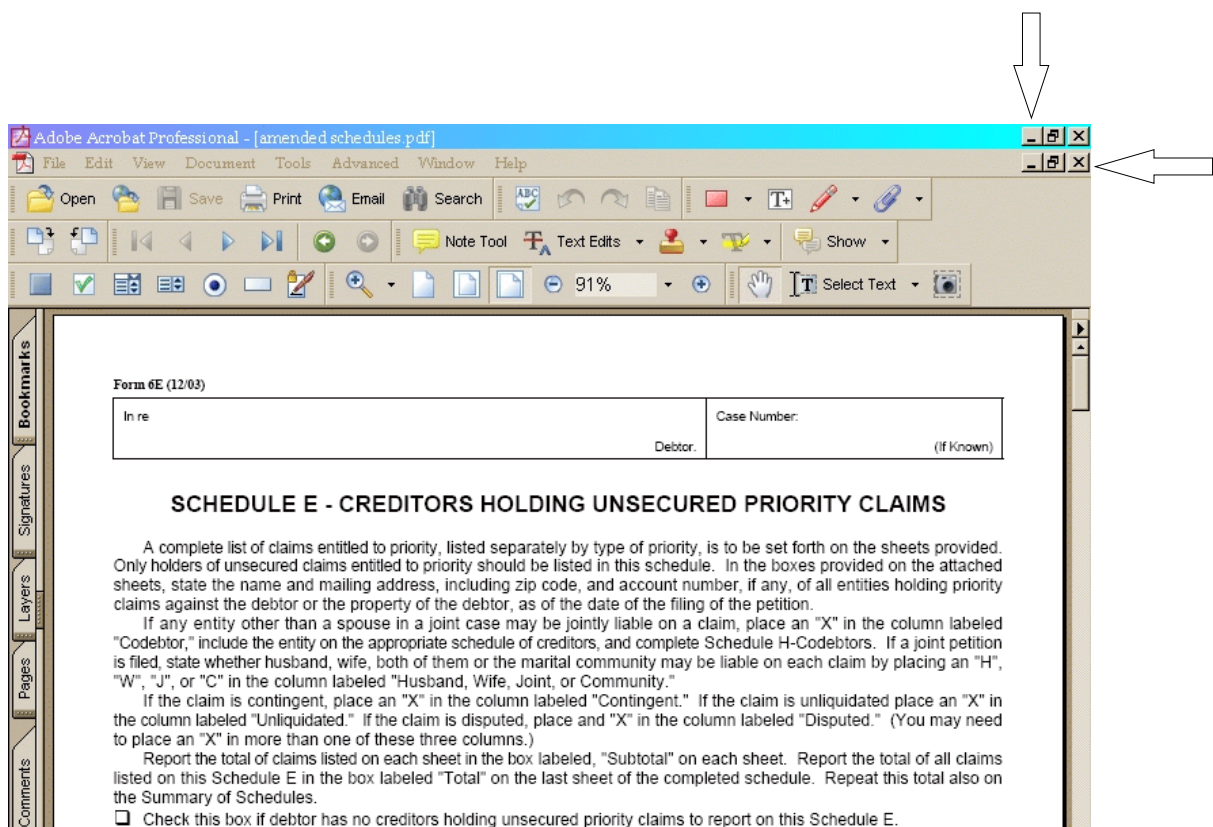


- The PDF Reader will be launched to display the contents of the document. Verify that it is the correct document for attaching.



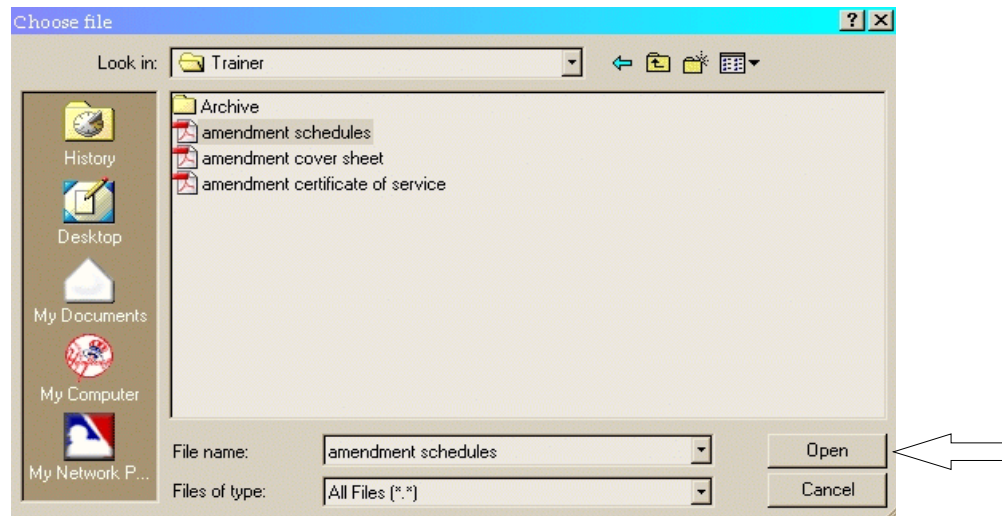
- Close the document by clicking on the **“CLOSE BOX” (ARROW 1)** in the upper right hand corner. Minimize the PDF reader by clicking the **“MINIMIZE BOX” (ARROW 2)**.

✧ **CLERKS TIP:** Minimizing the PDF reader will avoid having to reopen the reader every time a PDF needs to be viewed. This will save valuable time when filing documents.



● Click Open on the File Upload dialogue box.

✳ **NOTE:** Selecting “Open” on the File Upload dialogue box will **NOT** provide you with a preview to the document but will **ATTACH** it. **DO NOT** confuse this with the “Open” that was accessed by clicking the right button on the mouse.



✳ **NOTE: THE AMENDED SCHEDULES WILL ALWAYS BE THE MAIN DOCUMENT WHEN FILING AN AMENDMENT. COVER SHEETS, CERTIFICATES OF SERVICE OR ANY OTHER SUPPORTING DOCUMENTATION MUST BE DONE AS AN ATTACHMENT TO THE MAIN DOCUMENT. THE FOLLOWING STEPS WILL DEMONSTRATE HOW TO DO THIS.**

● Click the radio button Yes to Attachments to Document and click Next.

Miscellaneous:
[1-04-11111-CLB Burleigh Nobbs and Billie Jo Nobbs](#)

Select the **pdf** document (for example: C:\199cv501-21.pdf).

Filename
K:\CM-ECF Scanning\Trainer\amendm Browse...

Attachments to Document: ☐ No ☒ Yes

Next Clear

The Attachment screen is displayed.

- The attachment process is 3 steps. First is attaching the file, second is describing it and third is adding it to list.
- **FIRST STEP:** Attaching the file is exactly the same as it was for the main document. Please refer to the instructions on **PAGE 3** starting with “The PDF Main Document screen is displayed”.

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Select one or more attachments.

1) Enter the **pdf** document that contains attachment (for example: C:\appendix.pdf).

Filename

2) Select a document type and/or enter a description.

Type **Description**

3) Add the filename to the list box below. If you have more attachments, go back to Step 1. When the list of filenames is complete, click on the Next button.

- **SECOND STEP:** Naming the file can be done by selecting a name from the list under Type, adding a name in the Description box or using a combination of both Type and Description. For example, if you are attaching the Amendment Cover Sheet select “Cover Sheet” from type.

[1-04-11111-CLB Burleigh Nobbs and Billie Jo Nobbs](#)

Select one or more attachments.

1) Enter the **pdf** document that contains attachment (for example: C:\appendix.pdf).

Filename

2) Select a document type and/or enter a description.

Type **Description**

3) Add the filename to the list box below. If you have more attachments, go back to Step 1. When the list of filenames is complete, click on the Next button.

● **THIRD STEP:** Click Add to List.

✦ **CLERKS TIP:** Large PDF files may take some time to add to the list, so please be patient.

Miscellaneous:
[1-04-11111-CLB Burleigh Nobbs and Billie Jo Nobbs](#)

Select one or more attachments.

1) Enter the **pdf** document that contains attachment (for example: C:\appendix.pdf).

Filename

2) Select a document type and/or enter a description.

Type **Description**

3) Add the filename to the list box below. If you have more attachments, go back to Step 1. When the list of filenames is complete, click on the Next button.

● Repeat the 3 steps if there are more attachments, such as a certificate of service.

● When there are no more attachments, click Next.

● If the event Amendment **WITH** a fee was selected, the following screen will appear. Click Next.

ECF Bankruptcy • Adversary • Query • Reports

Miscellaneous:
[1-04-11111-CLB Burleigh Nobbs and Billie Jo Nobbs](#)

Fee: \$26

● If the event Amendment **WITHOUT** a fee was selected, the following screen will appear. Click Next.

ECF Bankruptcy • Adversary • Query • Reports • Utilities • Log

Miscellaneous:
[1-04-11111-CLB Burleigh Nobbs and Billie Jo Nobbs](#)

STOP! ARE YOU SURE NO FEE IS DUE FOR THIS AMENDMENT?

IF FEE IS DUE, PLEASE GO TO THE BANKRUPTCY MENU AND SELECT: AMENDMENT (FEE)

The Final Text Editing screen will be displayed.

- Add a brief description of what is being amended and click Next.

Miscellaneous:
[1-04-11111-CLB Burleigh Nobbs and Billie Jo Nobbs](#)

Docket Text: Modify as Appropriate.

Amendment Filed. Schedules E & F. Fee Amount \$26Filed by Joint Debtor Billie Jo Nobbs , Debtor Burleigh Nobbs (Attachments: # (1) Cover Sheet) (Pinto, Mike)

Next

Clear

The Final Docket Text screen will be displayed.

- This is the **LAST** opportunity to make any changes before this entry becomes an official part of the Court record. Click Next if all the information is correct.
- ❖ **CLERKS TIP:** Carefully review the docket text, case name and case number for accuracy. This will prevent incorrect documents from being filed on the wrong case number. Access the back button on your browser to return to previous screens or return to the main menu by selecting Bankruptcy on the blue menu bar, if there is an error.

Miscellaneous:
[1-04-11111-CLB Burleigh Nobbs and Billie Jo Nobbs](#)

Docket Text: Final Text

Amendment Filed. Schedules E & F. Fee Amount \$26Filed by Joint Debtor Billie Jo Nobbs, Debtor Burleigh Nobbs (Attachments: # (1) Cover Sheet) (Pinto, Mike)

Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.

Next

Clear

Back

Forward

Stop

Refresh

Home

Search

Favorites

History

Print

Cut

Copy

Paste

Folders

- OR -

Bankruptcy

Adversary

Query

Reports

Utilities

Logout

The Notice of Electronic Filing screen is displayed. This screen confirms that the Amendment has been filed.

● Clicking on the case number hyperlink will present the docket report for this case (via PACER). An eight cent fee will be assessed for each page viewed.

● Clicking on the document number hyperlink will present the PDF file for this document (via PACER). An eight cent fee will also be assessed for each page viewed.

✧ **CLERKS TIP:** This document can be printed or converted into a PDF document for your records.

✧ **CLERKS TIP:** The user will receive an e-mail message confirming this transaction. The document can be viewed at **NO CHARGE** if accessed through the email message.

U.S. Bankruptcy Court
Western District of New York

Notice of Electronic Filing

The following transaction was received from Pinto, Mike entered on 1/14/2005 at 3:14 PM EST and filed on 1/14/2005

Case Name: Burleigh Nobbs and Billie Jo Nobbs

Case Number: [1-04-11111-CLB](#) ←

Document Number: [70](#) ←

Docket Text:
Amendment Filed. *Schedules E & F*. Fee Amount \$26 Filed by Joint Debtor Billie Jo Nobbs, Debtor Burleigh Nobbs
(Attachments: # (1) Cover Sheet) (Pinto, Mike)

The following document(s) are associated with this transaction:

● When filing an Amendment **WITH** fees the payment screen will be displayed. Click on Pay Now and follow the on screen instructions.

✧ **CLERKS TIP:** If the following screen is not displayed, make sure that a “pop-up” blocker is not activated on your web browser. The “pop-up” blocker will terminate the payment screen and a non-payment will be recorded.

Electronic Payment - Microsoft Internet Explorer

***** IMPORTANT NOTICE *****
Do NOT use the browser 'Back' button during the payment process.

Summary of current charges:

Date Incurred	Description	Amount
2005-01-14 15:14:09	Amendment Filed. (Fee)(1-04-11111-CLB) [misc,amdsch] (26.00)	\$ 26.00
		Total: \$ 26.00

↓

● When filing an Amendment **WITH** fees **DO NOT** forget to upload the additional or modified creditor addresses. See the Court's instructions for uploading a creditor matrix file. This is the final step in the Amendment process.

☺ **PLEASE DO NOT HESITATE TO CALL THE COURT AND SPEAK WITH A CASE ADMINISTRATOR IF THERE ARE ANY QUESTIONS OR CONCERNS ((716) 551-4130 BUFFALO or (585) 613-4200 ROCHESTER)**